



**JOINT FORCES HEADQUARTERS-INDIANA
AIR NATIONAL GUARD MILITARY DUTY TOUR (AGR)
Open to Current Members**



ANNOUNCEMENT NO.		DATE ISSUED	CLOSING DATE
15-029-A-Air		03 March 2015	01 April 2015
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
122 nd FW	Fort Wayne, IN	N/A	SSgt-MSgt
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
Health Services Craftsman	TBD	E-5/SSgt	E-7/MSgt
COMPATIBLE MILITARY ASSIGNMENT			
Air Force Specialty Code (AFSC) 4A071			
PERMANENT CHANGE OF STATION (PCS) FUNDING			
FUNDS MAY BE AVAILABLE			
MILITARY DUTY TOUR TYPE AND AREA OF CONSIDERATION			
<input checked="" type="checkbox"/> Military Duty Tour, Active Guard/Reserve (AGR), under Title 32, U.S.C., Sec 502(f) <u>Three (3) years with the potential for follow on tours.</u>			
<input checked="" type="checkbox"/> IAW ANGI 36-101, follows on tours for members with at least 20 years of TAFMS will be approved in 1-2 year increments.			
<input checked="" type="checkbox"/> Open to Females .			
DUTIES AND RESPONSIBILITIES			
<p>-This position is located in the Medical Group at an Air National Guard (ANG) Wing and reports to the Health System Specialist. The primary purpose of the position is to serve as the functional expert for issues pertaining to Medical Administrative programs. Incumbent manages essential programs which impact individual medical readiness (IMR) and personnel fitness for continued worldwide deployability. Interprets communications, directives, and publications. Detailed knowledge of medical terminology, anatomy, and physiology. Knowledge of, and skill in applying, an extensive body of rules, regulations, procedures and precedents relating to the physical standards program and ability to resolve complex procedural and substantive problems. Knowledge of the organization and its functions and programs to answer inquiries of a general nature or to refer them appropriately to a responsible staff member. Must be extremely organized and have the ability to prioritize tasks. Required to have a security clearance. Personal data, to which the incumbent has access, is controlled by the Privacy Act of 1974 and HIPAA and must be safeguarded appropriately.</p> <p>-Manages administrative and automated orders system (AROWS) and the Defense Travel System (DTS). Prepares, revokes, amends, reproduces, and distributes logs and maintains orders for all Medical Group personnel.</p>			

-Acts as Central Scheduling for Wing personnel needing medical and dental appointments. Schedules members to complete medical requirements necessary to meet and maintain eligibility for deployment status.

-Performs quality assurance studies on medical issues such as: patient satisfaction surveys, review of medical records for content and structure, reviews laboratory results for validity and application, and generates readiness reports for commander review. Functions as the Functional Area Records Manager (FARM) for the Medical Group.

-Conducts medical in- and- out processing for Wing personnel. Administers the medical records program and acts as the medical records custodian. Prepares health record copies and abstracts. Coordinates release of information functions. Prepares, files, safeguards, transfers, and retires health and dental records. Maintains patient locator and suspense files. Prepares, codes, and transmits clinical record cover sheets. Reviews incoming records and performs administrative quality assurance checks to ensure that the record contains accurate and complete data in accordance with current directives. Makes recommendations to improve procedures for compiling and retrieving medical records information. Determines eligibility for release of confidential medical information within established guidelines and abstracts information from medical record. Trains new employees and resolves problems encountered. Conducts annual audit of medical records to include monthly monitoring to ensure accountability. Analyzes audit data; identifies trends and patterns and reports results to leadership for corrective action.

-Assists with processes Line of Duty (LOD) determinations. Verifies patient eligibility. Performs procedures for network referrals. Provides claims assistance to beneficiaries.

-Performs and manages medical information technology functions, inventories and activities. Requests and documents technical assistance. Manages hardware and software activities. Monitors information technology security programs. Performs customer support activities. Manages user-training programs.

-Must possess a working knowledge of other DOD component medical requirements. Ensures understanding of DoD organizational structure and command relationships.

-Establishes and augments the Medical and Unit Control Center and provides training on the management of classified material, utilization of communication devices [telephones, computer systems, land mobile and secure telephone units (STU III)], log of events, and after-action reports.

-Must possess skill in using a personal computer to perform operations or to prepare complex documents containing various types of information and to compile and complete various special and recurring reports. Ability to communicate both orally and in writing. Works under the general supervision of the Health Systems Specialist performing duties in accordance with established procedures and policies. The employee is responsible for planning, selecting methods, carrying out successive steps, and meeting deadlines. The employee deals with problems and deviations in accordance with training, instructions, and accepted practices. Completed work is evaluated for compliance with policies and requirements, appropriateness of recommendations or conclusions, relevance of support material, consistency, technical soundness, and timeliness.

-Performs additional duties as assigned.

GENERAL EXPERIENCE

Knowledge is mandatory of: general clerical procedures; medical terminology, regulations, and directives; medical ethics; health records administration; principles of coding; and anatomy and physiology. Education. For entry into this specialty, completion of high school or General Education Development equivalency computers is desirable.

OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

- Must meet ASVAB score required for Medical AFSCs
- Ability to start position and acquire formal training immediately
- Once selected and assigned, AGR members must remain in the position for a minimum of twenty-four (24) months.
- Applicants must meet requirements of ANGI 10-248, Air National Guard (ANG) Fitness Program.
- Applicants must have sufficient time remaining on current ANG enlistment or mandatory removal date to complete AGR Tour.
- Applicants should be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date (age 60).
- Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.
- Security Clearance:** Applicants must have or be able to obtain a **SECRET** security clearance.
- Medical/Physical:** Applicants must meet any medical standards or physical requirements designated for the position.
- Direct Deposit/Electronic Fund Transfer Program:** Selected candidate is required to participate as a condition of employment.
- Vice: TSgt Wedler

APPLICATION PROCEDURES

Interested applicants may apply for this AGR vacancy by submitting all of the following:

- Resume and list of references**
- Complete and SIGNED NGB Form 34-1.**
- Applicants MUST submit CURRENT fitness assessment and fitness history.**
- Current Record Review Listing (RRL-RIP).** Contact your local Military Personnel Flight (MPF) or visit the Virtual MPF. Applications must be delivered, Faxed, emailed or mailed to the Joint Forces Headquarters Indiana Human Resource Office and **MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**
- **Incomplete application packets will NOT be considered for further review. If emailed, please submit all documents combined into ONE PDF attachment, if possible.**

POC is SSG Estes: 317-247-3300 EXT: 74013, DSN 369-2300 EXT: 74013.

Applications must be delivered, emailed, or mailed to the Joint Forces Headquarters of Indiana Human Resources Office and must be received no later than **1600 hours on the closing date of this announcement**. **DO NOT CALL HR in regards to board times/dates. HR will notify you if you are selected.** Mailing address: Joint Forces Headquarters of Indiana, ATTN: Human Resources Office, AGR Branch, 2002 South Holt Road, Indianapolis, IN 46241-4839, Email: ng.in.inarng.mbx.mdihrweb@mail.mil Original signature will be required for EMAILED copies at the time of the interview.

Selecting Official: CMSgt Sarah Bloomfield, Health Systems Specialist, 122 MDG